

ANNOUNCEMENT NUMBER: 05-05

POSITION: HR Assistant/CLO, FSN-08/FP-06*
OPENING DATE: December 5, 2005
CLOSING DATE: December 16, 2005
OPEN TO: US Citizen Eligible Family Members (AEFMs) – All Agencies – Assigned to U.S. Embassy Monrovia
WORK HOURS: Full-time; 40 hours/week
SALARY: *EFM: US\$34,540 p.a. (FP-06 position grade is confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Monrovia is seeking an Eligible Family Member (EFM) for employment in country for the position of HR Assistant/CLO in the Management Office.

BASIC FUNCTION OF POSITION

Incumbent serves as Human Resources Assistant with primary responsibility for the American services program. As CLO, incumbent performs duties related to maintaining and/or improving post morale through organization of community activities, providing information to newcomers, etc.

QUALIFICATIONS REQUIRED

1. Completion of secondary school and some university studies required.
2. At least three years progressively responsible administrative or management experience. Demonstrated good interpersonal and communications skills and ability to work with all types of direct-hire and locally-engaged staff is critical.
3. Fluency (Level IV) in written and spoken English.
4. Good working knowledge of DOS human resources regulations and procedures; particularly 3 FAM/FAH.
5. Basic skill in operating personal computers using Microsoft software suite.
6. Successful completion of FSI's HR Management and CLO courses.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Successful applicant must have, or be able to obtain, a SECRET security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612), or a current resume or curriculum vitae that provide the same information as an OF-612;
2. Candidates who claim U.S. Veteran's preference must provide a copy of Form DD214;
3. Any other documentation (e.g. certificates, awards, copies of degrees) that address the qualifications requirements of the position.

SUBMIT APPLICATION TO :

Mail: AF/EX/PMO, Attn: Steven Lemelin, HST, Rm 3519, Washington, DC 20520

Email: lemelinsc@state.gov

Fax: 202-647-6805

POINT OF CONTACT: Steven Lemelin, 202-647-0605

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - a. U.S. citizen;
 - b. Spouse or dependent who is at least age 18;
 - c. Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority; and
 - d. Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

CLOSING DATE FOR THIS POSITION: DECEMBER 16, 2005

The US Mission in (insert country) is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.